



Policy Number CHI32

USE OF MOBILE PHONES POLICY

Produced by Childwall Church of England Primary School

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Our Mission Statement

“And the child grew and became strong; He was full of wisdom and God’s blessings were upon Him.” (Luke 2:40)

Our Vision

We strive, with God’s grace, to enable every child to grow academically, socially, morally, spiritually and culturally in the knowledge they are loved by God and are safe and valued within our school community. Our core Christian values are woven throughout our curriculum and wider school ethos to fully prepare each of our children to achieve the highest holistic outcomes.

Our mission statement, “And the child grew and became strong...” (Luke 2:40) embodies our vision and commitment to equip children with the values and tools to enable them to thrive and flourish, embracing both success and challenge, prepared for “life in all its fullness.” (John 10:10)

DOCUMENT STATUS

Version	Date	Action
Version 1	June 2021	New Policy agreed by Standards & Quality Committee
	September 2023	Policy reviewed by headteacher (to be verified by S & Q Dec. 23)
Review Period	Two Yearly	
Review Date	September 2025	

1. Introduction and Aims

1.1. At Childwall Church of England Primary School we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community.

1.2. Our policy aims to:

- 1.2.1. Promote, and set an example for, safe and responsible phone use
- 1.2.2. Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers and volunteers
- 1.2.3 Support the school's other policies, especially those related to child protection, behaviour for learning and ICT and internet acceptable use

1.3 This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- 1.3.1 Risks to child protection
- 1.3.2 Data protection issues
- 1.3.3 Potential for lesson disruption
- 1.3.4 Risk of theft, loss, or damage
- 1.3.5 Appropriate use of technology in the classroom

2. Roles and responsibilities

2.1. Staff

- 2.1.1. All staff (including teachers, support staff, and supply staff) are responsible for enforcing this policy.
- 2.1.2. Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.
- 2.1.3. The headteacher is responsible for monitoring the policy every 2 years, reviewing it, and holding staff and pupils accountable for its implementation.

2.2. Governors

- 2.2.1 The Standards & Quality Committee of the governing body is responsible for reviewing the policy every 2 years, and holding the headteacher to account for its implementation.

3. Use of mobile phones by staff

3.1. Personal mobile phones

- 3.1.1. Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, while children are present.

- 3.1.2. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staff room or offices).
- 3.1.3. There may be circumstances in which it is appropriate for a member of staff to have use of their phone during contact time. For instance:
 - 3.1.3.1. For emergency contact by their child, or their child's school
 - 3.1.3.2. In the case of acutely ill dependents or family member
- 3.1.4. The headteacher will decide on a case-by-basis whether to allow for special arrangements.
- 3.1.5. If special arrangements are not deemed necessary, school staff can use the school office number 0151 722 1553 as a point of emergency contact.

3.2. Safeguarding

- 3.2.1. Staff must refrain from giving their personal contact details to parents or pupils, including connecting through social media and messaging apps.
- 3.2.2. Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents or pupils.
- 3.2.3. Staff must not use their mobile phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil. If it is necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment or with the approval of the headteacher and immediately deleted once transferred to school equipment.

3.3. Using personal mobiles for work purposes

- 3.3.1. In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but aren't limited to:
 - 3.3.1.1. Emergency evacuations
 - 3.3.1.2. Supervising off-site trips
 - 3.3.1.3. Supervising residential visits
 - 3.3.1.4. Parent consultation calls
- 3.3.2. In these circumstances, staff will:
 - 3.3.2.1. Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
 - 3.3.2.2. Ensure their personal number is not identifiable to parents

3.4. Work phones

- 3.4.1. Some members of staff are provided with a mobile phone by the school for work purposes.
- 3.4.2. Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.
- 3.4.3. Staff must only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- 3.4.4. Staff must ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct.

3.5. Sanctions

- 3.5.1. Staff that fail to adhere to this policy may face disciplinary action.
- 3.5.2. See the school's staff disciplinary policy for more information.

4. Use of mobile phones by pupils

- 4.1. Pupils in Years 5 or 6, who have written permission to travel to and from school themselves, are permitted to bring mobile phones to school.
- 4.2. Pupils must ensure mobile phones are turned off as they enter the school gate.
- 4.3. All pupil mobile phones must be handed in at the beginning of the school day and stored in a designated area.
- 4.4. Mobile phones must not be accessed or switched on at any point during the school day.
- 4.5. Pupils must not turn their mobile phone back on until they are leaving the school premises.
- 4.6. Under no circumstances, should mobile phones be kept in pupils' lockers, bags or pockets after arrival in the classroom.
- 4.7. Pupils are not authorised to take mobile phones on school trips or residential visits.
- 4.8. If any pupil breaches these arrangements, their mobile phone will be confiscated by a teacher and stored in the school office until it can be collected by their parent/carer.
- 4.9. Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006)
- 4.10. Staff have the power to search pupils' phones, as set out in the DfE's guidance on searching, screening and confiscation, if they have reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury. Any such searches would be carried out by one of the

school's safeguarding team unless this was impossible and the responsibility delegated to another named teacher.

4.11. Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously, and will involve the police or other agencies as appropriate. Such conduct includes, but is not limited to:

- 4.11.1. Sexting
- 4.11.2. Threats of violence or assault
- 4.11.3. Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

5. Use of mobile phones by parents/carers, volunteers and visitors

5.1. Parents, visitors and volunteers (including governors, PTFA and contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day.

5.2. This means:

- 5.2.1. Not taking pictures or recordings of pupils, unless it is a public event (such as a school fair), or of their own child
- 5.2.2. Using any photographs or recordings for personal use only, and not posting on social media without consent
- 5.2.3. Not using phones in lessons, or when working with pupils

5.3. Parents, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school.

5.4. Parents or volunteers supervising school trips or residential visits must not:

- 5.4.1. Use their phone to make contact with other parents
- 5.4.2. Take photos or recordings of pupils, their work, or anything else which could identify a pupil

5.5. Parents or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 4 above.

5.6. Parents must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on his/her personal mobile during the school day or whilst the child is attending a school-based activity eg) Happy Hedgehogs or Chill-Kidz.

6. Loss, theft or damage

6.1.1. Pupils bringing phones to school must ensure that phones are appropriately labelled, and are placed in a delegated area to be stored throughout the school day. School accept no responsibility for loss or damage of mobile phones; parents/carers should not allow their child to bring their mobile phone to school if they are not prepared to accept risk of loss or damage.

- 6.1.2. Pupils must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions.
- 6.1.3. Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.
- 6.1.4. The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school.
- 6.1.5. If a phone has been confiscated from a pupil for misuse, it will be kept securely in the school office until it can be collected by the pupil's parent or carer.
- 6.1.6. Lost phones should be returned to the school office. The school will then attempt to contact the owner.

7. Monitoring and review

- 7.1. The school is committed to ensuring that this policy has a positive impact on pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:
 - 7.1.1. Feedback from parents/carers and pupils
 - 7.1.2. Feedback from teachers/staff
 - 7.1.3. Records of behaviour and safeguarding incidents
 - 7.1.4. Relevant advice from the Department for Education, the local authority or other relevant organisations

